

~~POLYGRAPH EXAMINERS ADVISORY BOARD~~
PUBLIC PARTICIPATION GUIDELINES

~~Polygraph Examiners~~ Public Participation Guidelines

18VAC120-10-100. Definitions.

The following words and terms, when used in this chapter, shall have the following meanings unless the context clearly indicates otherwise:

"Agency" means the Department of Professional and Occupational Regulation.

"Organization" means any one or more associations, advisory council, committee, corporation, partnership, governmental body or legal entity.

"Person" means one or more individuals.

18VAC120-10-110. Mailing list.

The agency will maintain a list of persons and organizations who will be mailed the following documents as they become available:

1. "Notice of Intended Regulatory Action" to promulgate, amend or repeal regulations.
2. "Notice of Comment Period" and public hearings.
3. Notice that the final regulations have been adopted.

Failure of these persons and organizations to receive the documents for any reason shall not affect the validity of any regulations otherwise properly adopted under the Administrative Process Act, Chapter 1.1:1 ([§9-6.14:1](#) et seq.) of Title 9 of the Code of Virginia.

18VAC120-10-120. Placement on the mailing list; deletion.

Any person wishing to be placed on the mailing list may do so by writing the agency. In addition, the agency at its discretion, may add to the list any person, organization, or publication it believes will serve the purpose of responsible participation in the formation or promulgation of regulations. Persons on the list will be provided all information stated in 18VAC120-10-110. Individuals and organizations periodically may be requested to indicate their desire to continue to receive documents or be deleted from the list. When mail is returned as undeliverable, individuals and organizations will be deleted from the list.

18VAC120-10-130. Petition for rulemaking.

Any person may petition the agency to adopt or amend any regulation. Any petition received shall appear on the next agenda of the agency. The agency shall consider and respond to the petition within 180 days. The agency shall have sole authority to dispose of the petition.

18VAC120-10-140. Notice of intent.

At least 30 days prior to filing the "Notice of Comment Period" and proposed regulations as required by [§9-6.14:7.1](#) of the Code of Virginia, the agency will publish a "Notice of Intended Regulatory Action." This notice will provide for at least a 30-day comment period and shall state whether the agency intends to hold a public hearing. The agency is required to hold a hearing on the proposed regulation upon request by (i) the Governor or (ii) 25 or more persons. Further, the notice shall describe the subject matter and intent of the planned regulation. Such notice shall be transmitted to the Registrar of Regulations for inclusion in The Virginia Register of Regulations.

POLYGRAPH EXAMINERS ADVISORY BOARD
PUBLIC PARTICIPATION GUIDELINES

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18VAC120-10-150. Informational proceedings or public hearings for existing rules.

Within two years of the promulgation of a regulation, the agency shall evaluate it for effectiveness and continued need. The agency shall conduct an informal proceeding, which may take the form of a public hearing, to receive public comment on existing regulation. Notice of such proceedings shall be transmitted to the Registrar of Regulations for inclusion in The Virginia Register. Such proceedings may be held separately or in conjunction with other informational proceedings.

18VAC120-10-160. Notice of formulation and adoption.

At any meeting of the agency or a subcommittee where it is anticipated the formation or adoption of regulation will occur, the subject matter shall be transmitted to the Registrar of Regulations for inclusion in The Virginia Register.

If there are one or more changes with substantial impact on a regulation, any person may petition the agency within 30 days from the publication of the final regulation to request an opportunity for oral or written submittals on the changes to the regulations. If the agency receives requests from at least 25 persons for an opportunity to make oral or written comment, the agency shall suspend the regulatory process for 30 days to solicit additional public comment, unless the agency determines that the changes made are minor or inconsequential in their impact.

If the Governor finds that one or more changes with substantial impact have been made to proposed regulation, he may suspend the regulatory process for 30 days to require the agency to solicit further public comment on the changes to the regulation.

A draft of the agency's summary description of public comment shall be sent by the agency to all public commenters on the proposed regulation at least five days before final adoption of the regulation.

18VAC120-10-170. Advisory committees.

The agency intends to appoint advisory committees or task forces (“committees”) as it deems necessary to provide adequate participation in the formation, promulgation, adoption, and review of regulations. Such committees are particularly appropriate when other interested parties may possess specific expertise in the area of proposed regulation. The ~~advisory committee~~ committees shall only provide recommendations to the agency and shall not participate in any final decision making actions on a regulation.

When identifying potential advisory committee members the agency may use the following:

1. Directories of organizations related to the profession,
2. Industry, professional and trade associations' mailing lists, and
3. Lists of persons who have previously participated in public proceedings concerning this or a related issue.

18VAC120-10-180. Applicability.

18VAC120-10-110, 18VAC120-10-120, 18VAC120-10-130, 18VAC120-10-150 and 18VAC120-10-160 shall apply to all regulations promulgated and adopted in accordance with

DEPARTMENT OF PROFESSIONAL AND OCCUPATIONAL REGULATION

Page 3 of 3 pages

~~POLYGRAPH EXAMINERS ADVISORY BOARD~~
PUBLIC PARTICIPATION GUIDELINES

1 ~~§9-6.14:9~~ of the Code of Virginia except those regulations promulgated in accordance with ~~§9-~~
2 6.14:4.1 of the Administrative Process Act.

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